



Offboarding Checklist Guide

As employees resign, retire or are hired to another position in the organization please follow the details outlined below to ensure the transition is as seamless as possible for all parties involved.

Leading up to your employee's end date please collect and perform the following:

Task	(Y/N)	Manager/Supervisor	Date Completed
Collect letter of resignation (email or hard copy).			
Email the HR Coordinator for processing termination request, and include a copy of the resignation letter.			
Confirm vacation balance and any time off requests prior to end date.			
Communicate departure to relevant team members.			
Organize handover of tasks/responsibilities.			
Coordinate going away activity (ie. card, lunch, gift card).			

On your employees end date please collect and perform the following:

Task	(Y/N)	Manager/Supervisor	Date Completed
Collect all PR/PHC/UBC owned property (phone/tablet/laptop/etc.)			
Collect all ID access cards and keys (desk, cabinet, locker and office). Return ID badge to Kate Paran or HLI Reception.			
Ensure employee removes all items from their work location and cleans area.			
Ask employee to add a generic out of office message to their email account.			

If you have any questions: Please contact kate.paran@phc.ca